

Pleasanton Unified School District Volunteer Handbook

普莱森顿联合学区义工手册

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Welcome Message from the Deputy Superintendent 副总监致欢迎辞

Our Pleasanton schools have a long and proud history of civic engagement and volunteerism. Volunteer contributions are important to the success of our school district. We appreciate your willingness to give your time and share your talents in support of the students and educational programs in PUSD.

普莱森顿学校在居民参与和义工服务方面有着悠久而光荣的历史。义工的贡献对我们学区的成功非常重要。我们感谢您愿意为支持普莱森顿学区的学生和教育计划而奉献您的时间和分享您的才智。

PUSD volunteers are an invaluable resource to our teachers and students. In a typical year, over 4,000 volunteers enhance the educational experience for students by helping in classrooms, chaperoning field trips, assisting with extra-curricular activities, serving as assistant club advisors, and supporting our programs by transporting our students to and from activities.

PUSD 义工是我们教师和学生的宝贵资源。在通常的一年中，有超过 4,000 名义工通过在课堂上提供帮助、陪同实地考察、协助课外活动、担任社团助理顾问以及通过接送学生参加活动来支持我们的项目，从而提升学生的教育体验。

Thank you for your interest in volunteering with the Pleasanton Unified School District. We appreciate your partnership in helping us deliver a positive educational experience that prepares our students to make a better world.

感谢您有兴趣成为普莱森顿联合学区的义工。我们感谢您的合作，帮助我们为学生提供积极的教育体验，为他们创造一个更美好的世界做好准备。

With gratitude, 衷心感谢

Ed Diolazo

Deputy Superintendent (副总监)

About PUSD 关于PUSD

The Pleasanton Unified School District (PUSD) serves over 13,000 students in K-12. The District consists of nine elementary schools, three middle schools, one continuation high school, and two comprehensive high schools. PUSD also includes an Early Education Center, two preschools, a Virtual Academy and an Adult & Career Education Program. PUSD is a wonderfully diverse community committed to providing a high quality education to all.

普莱森顿联合学区为 13,000 多名幼儿园至 12 年级的学生提供服务。学区由九所小学、三所初中、一所高中和两所综合高中组成。校区还包括一个早期教育中心、两个学前班、一个虚拟学院和一个成人与职业教育计划。PUSD 是一个多元化的社区，致力于为所有人提供高质量的教育

[PUSD Mission and Vision](#)

Purpose of the Volunteer Program 义工计划的目的

The purpose of our volunteer program is to support the educational mission of the District by providing additional resources and opportunities for students. Volunteers will work with teachers and staff to enhance the learning experience and provide support to students.

我们的义工计划旨在通过为学生提供更多的资源和机会来支持学区的教育使命。义工将与教师和员工合作，提升学习体验，为学生提供支持。

The intent of this handbook is to provide clear guidance regarding responsibilities, requirements, and expectations for volunteers. Additional information regarding volunteer assistance is contained in other District documents, including [Board Policy 1240](#) and [Administrative Regulation 1240](#).

Volunteers are expected to follow district policies and regulations.

本手册旨在就义工的责任、要求和期望提供明确的指导。有关义工协助的其他信息载于其他学区文件，包括[董事会政策 1240](#)和[行政条例 1240](#)。义工应遵守学区政策和规定。

Volunteer Program Contacts 义工计划联系人

The volunteer program of the Pleasanton Unified School District is managed by the Student Support Services Division. The volunteer clearance team can be reached at

volunteerclearance@pleasantonusd.net.

普莱森顿联合学区的义工计划由学生支持服务处负责管理。义工审核小组的联系方式是：

volunteerclearance@pleasantonusd.net.

Volunteer Opportunities 义工计划

Classroom Help 课堂帮助

School Events 校园活动

Library Support 图书馆支援

Garden Assistance 园艺援助

Field Trip Chaperone 户外教学陪同人员

Field Trip Driver 户外教学驾驶

Driver for Athletic Teams 运动队驾驶

Extracurricular Activity Support 课外活动支持

Please note: Individuals interested in assisting with coaching for athletics or band, must be cleared through PUSD Human Resources. Please reach out to the school site for more information about these roles.

请注意：有意协助田径或乐队教练工作的个人必须通过 PUSD 人力资源部的审核。有关这些职位的更多信息，请与学校联系。

Definition of Volunteer 义工的定义

Spectator vs Visitor vs Volunteer 什么是观众 / 访客 / 义工

Review these categories to determine which type applies to you:

查看这些类别，以确定哪种类型适用于您：

Spectator/Participant - No Screening Requirements 观众/参赛者 - 无筛查要求

- Attends a musical, drama, athletic, art or academic event or assembly as a member of the audience 作为观众是参加音乐剧、戏剧、体育、艺术或学术活动或集会
- Attends school events at which parents are expected to supervise their own children (examples: Family Movie Night & Open House) 参加学校活动，家长应监督自己的孩子（例如：家庭电影之夜和学校开放日）。
- Visits the office for business 到学校办公室办理业务
- Attends a parent-staff conference 参加家长与教职工会议

Visitor - Raptor® (sex offender) screening ONLY 访客 - 仅进行 Raptor®(性犯罪者)筛查

- One-time volunteer invited by a district employee or parent-organization to contribute to the educational experience on a short-term basis. Examples include:
- 受学区员工或家长组织邀请，为教育体验做出短期贡献的一次性义工。例如
 - One-time classroom guest speaker 一次性课堂客座演讲

- Read Across America reader 课堂阅读
- Non-district counselor or social worker working with students and/or staff
- 为学生和/或教职员工工作的非学区辅导员或社会工作者
- Career Day presenter 职业日演讲
- Science Fair judge 科学展评委
- Assembly presenter(s) 大会主持人
- On site dance chaperone 舞蹈表演陪护
- Observes child's class and remains under supervision of a teacher at all times
- 观察孩子的上课情况, 并始终在老师的监督下上课
- Observes classes through a university-approved program 通过大学批准的计划观摩课程

Volunteer - PUSD volunteer clearance application, Raptor® (sex offender) screening, Tuberculosis (TB) screening results, and Live Scan fingerprinting*

义工 - PUSD 义工审核申请、Raptor®(性犯罪者)筛查、肺结核(TB)筛查结果和实时扫描指纹*。

- Has direct contact with students 与学生有直接接触
- Assists in the classroom or other school activities 协助课堂教学或其他学校活动
- Field trip chaperones 户外教学陪同人员
- Drivers transporting students in their personal vehicles 用自家车接送学生的驾驶
- Overnight chaperones 过夜陪护
- Assistant club advisors 社团协助顾问

**Live Scan fingerprinting is required for Level 2 & Level 3 volunteers only*

**仅 2 级和 3 级义工需要现场扫描指纹*

Volunteer Clearance Levels & Requirements 义工审核级别和要求

Level 1 第一级

Basic Level Clearance - Classroom volunteers and other on-campus school volunteers who are **directly supervised at all times** by PUSD staff.

课堂义工和其他校内学校义工在任何时候均由 **PUSD** 工作人员直接监督。

This is the most basic level of volunteer clearance and requires: 这是最基本的志愿者审核级别, 要求

- TB Clearance Verification 结核病清除验证
- Government-issued ID scan via the Raptor system when checking in through the main office of a school site 在学校办公室登记时, 通过 Raptor 系统扫描政府签发的身份证件

Level 2 第二级

Extended Level Clearance - Volunteers who are interacting with students under the supervision of PUSD staff.

扩展级别许可 - 在 PUSD 工作人员监督下与学生互动的志愿者。

This extended level clearance applies to program-related volunteers such as field trip chaperones, including overnight.

此扩展级别许可适用于与计划相关的志愿者, 如户外教学陪同人员, 包括通宵陪同人员。

Level 2 volunteers are cleared for both Level 1 and Level 2 volunteer activities. These volunteers must complete the following requirements:

二级志愿者可参加一级和二级志愿者活动。这些志愿者必须满足以下要求:

- TB Clearance Verification 结核病清除验证
- Government-issued ID scan via the Raptor system when checking in through the main office of a school site 在学校办公室登记时, 通过 Raptor 系统扫描政府签发的身份证件
- LiveScan Fingerprinting (DOJ and FBI) LiveScan 指纹扫描(司法部和联邦调查局)

Level 3 第三级

Extended Level Clearance plus Driver - Volunteers who will be transporting students as a driver for field trips, extra-curricular activities and/or athletic events.

高级别许可加驾驶员 - 作为司机接送学生参加郊游、课外活动和/或体育赛事的志愿者。

Level 3 volunteers are cleared for Level 1, Level 2 and Level 3 volunteer activities. This level of clearance requires: 第 3 级志愿者已通过第 1 级、第 2 级和第 3 级志愿者活动的审核。这一级别的许可要求

- TB Clearance Verification 结核病清除验证
- Driver's License scan via the Raptor system when checking in through the main office of a school site 通过学校办公室办理登记手续时, 通过 Raptor 系统扫描驾驶执照
- LiveScan Fingerprinting (DOJ and FBI); LiveScan 指纹扫描(司法部和联邦调查局)
- Volunteer Driver Transportation Form 驾驶义工接送表
- Proof of insurance — All drivers must maintain liability insurance of at least \$100,000/\$300,000 bodily injury and \$25,000 property damage and \$5,000 medical payment per occurrence
- 保险证明 - 所有驾驶员必须投保至少 100,000 美元/300,000 美元的人身伤害和 25,000 美元的财产损失责任险, 以及每次事故 5,000 美元的医疗费用险

Tuberculosis (TB) Clearance Verification 肺结核 (TB) 清除验证

From PUSD Administrative Regulation 1240: 摘自 PUSD 行政条例 1240:

Tuberculosis Assessment/Examination: 肺结核评估/检查:

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

义工在初次接受义工服务时, 应向学校提交一份证明, 表明他/她已接受结核病风险评估, 如果确定有结核病风险因素, 则应接受检查并被认定没有传染性结核病。(教育法规 49406)

Tuberculosis (TB) is a contagious disease that can be transmitted through the air, and it is important that we take all necessary precautions to prevent its spread. People can have and spread TB without knowing it. As part of our commitment to the safety and well-being of our students and staff, California Education Code requires ALL volunteers to provide documentation of TB clearance every 4 years.

肺结核 (TB) 是一种可通过空气传播的传染病, 我们必须采取一切必要的预防措施来防止其传播。人们可能在不知不觉中感染和传播结核病。作为我们对学生和教职员安全与福祉承诺的一部分, 《加州教育法》要求所有志愿者每 4 年提供一次肺结核证明文件。

Volunteers must upload TB clearance documentation when completing the volunteer application.
义工在填写义工申请表时必须上传肺结核证明文件

Submit ONE of the following forms of TB clearance documentation from a healthcare provider:
提交由医疗保健提供者出具的以下一种形式的肺结核证明文件：

- A [TB risk assessment certificate of completion](#) 肺结核风险评估结业证书
- A negative TB skin test result* 肺结核皮试结果呈阴性*。
- A statement form your healthcare provider that you are free of active TB infection
- 医疗服务提供者出具的声明，证明您没有活动性肺结核感染

Documentation needs to be from a licensed healthcare provider within the last three years and must include the date, volunteer's name, volunteer's date of birth, and the healthcare provider's contact information.

证明文件必须是最近三年内持照医疗保健提供方出具的，且必须包括日期、义工姓名、义工出生日期以及医疗保健提供方的联系信息。

*A TB skin test may NOT be recommended for individuals who have previously tested positive for TB and/or received a BCG vaccination against TB. Please consult your healthcare provider for further instruction.

*对于以前结核病检测呈阳性和/或接种过卡介苗预防结核病的人，可能不建议进行结核病皮试。请咨询您的医疗服务提供者以获得进一步指导。

[Tuberculosis: Get the Facts!](#) - Review this brochure from the CDC for additional information regarding TB.

[结核病：了解事实！](#) - 阅读疾病预防控制中心提供的这本小册子，了解有关结核病的更多信息。

For questions regarding TB clearance, please email volunteerclearance@pleasantonusd.net.
有关肺结核审核的问题，请发送电子邮件至 volunteerclearance@pleasantonusd.net.

If you have health insurance (other than Kaiser Permanente) 如果您有医疗保险(Kaiser Permanente 除外)	If you have Kaiser Permanente 如果您有 Kaiser Permanente	If you do not have health insurance 如果您没有医疗保险
<p>You may contact your healthcare provider and request that they fill out the California School Employee Tuberculosis (TB) Risk Assessment Questionnaire for you. However, depending on your healthcare provider and what your insurance plan is, this may or may not be an affordable option.</p> <p>您可以联系您的医疗服务提供者，要求他们为您填写《加州学校员工肺结核 (TB) 风险评估问卷》。但是，根据您的医疗服务提供者</p>	<p>You can complete the TB risk assessment questionnaire via your online health portal. Start with the Release of Medical Information (ROMI) Department and they will reach out to your healthcare provider as needed. Kaiser Permanente will provide further instruction for those needing testing and possible follow up care.</p>	<p>Reach out to Axis Community Health at 925-462-1755 for further instructions regarding TB screening and, if necessary, testing and possible follow up care.</p> <p>请拨打 925-462-1755 联系 Axis Community Health，获取有关肺结核筛查的进一步说明，如有必要，还可进行检测和后续治疗。</p> <p>Or for a discounted self-pay TB skin test, you might consider Stanford Health Care Tri-Valley.</p>

<p>和您的保险计划, 这可能是一个负担得起的选择, 也可能是一个负担不起的选择。</p> <p>For a discounted self-pay TB skin test, you might consider Stanford Health Care Tri-Valley. 如果您想进行优惠的自费肺结核皮试, 可以考虑斯坦福三谷医疗中心。</p>	<p>您可以通过在线健康门户完成肺结核风险评估问卷。从医疗信息发布 (ROMI) 部门开始, 他们会根据需要联系您的医疗保健提供者。Kaiser Permanente 将为需要进行检测和可能的后续护理的人员提供进一步指导。</p>	<p>如果您想进行优惠的自费肺结核皮试, 也可以考虑斯坦福三谷医疗中心。</p>
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Although TB clearance screenings are valid for four years from the date of service, you will need to resubmit documentation every year as part of the volunteer clearance process. 虽然肺结核筛查的有效期为服务之日起四年, 但作为义工审核程序的一部分, 您需要每年重新提交文件。

Save your TB clearance screening documentation since it will need to be uploaded when reapplying to be a PUSD volunteer at the beginning of each new school year.

保存您的肺结核筛查文件, 因为在每个新学年开始时重新申请成为 PUSD 义工时需要上传该文件。

Raptor® Screening Raptor® 筛选

Every school site has a Raptor® kiosk in the front office. Visitors and volunteers are required to scan their government-issued ID (e.g. driver's license). The Raptor® system then uses the visitor or volunteer's first name, last name and date of birth to check the sex offender registries of all 50 states. All campus visitors and volunteers, regardless of frequency or time volunteered, must get a sex offender background check via the Raptor® system when entering campus.

每个校区的前台办公室都有一个 Raptor® 信息亭。来访者和义工需要扫描政府颁发的身份证件 (如驾照)。然后, Raptor® 系统会根据来访者或义工的名字、姓氏和出生日期, 查询美国 50 个州的性犯罪者登记册。所有校园访客和义工, 无论义工服务的次数或时间, 在进入校园时都必须通过 Raptor® 系统进行性犯罪者背景调查。

- The first time you visit or volunteer at a school site, you will need to have a school site staff member scan your driver's license* using the Raptor® system.
- 第一次到学校探访或担任义工时, 您需要让学校工作人员使用 Raptor® 系统扫描您的驾照*。
**Please note: A visitor or volunteer without a valid driver's license may use another form of ID such as a valid passport or an ID card.*
**请注意: 没有有效驾照的游客或义工可以使用其他形式的身份证件, 如有效护照或身份证。*
- Once your ID has been scanned or manually entered into Raptor® by school site staff, you will be able to sign in to campus using the Raptor® kiosk each time you enter campus.

- 一旦学校工作人员扫描或手动将您的学生证输入 Raptor®, 您就可以在每次进入校园时使用 Raptor® 自助登录以进入校园。
- Visitors and volunteers are expected to sign out of campus using the Raptor® kiosk prior to departing the school site.
- 访客和义工在离开校园前应使用 Raptor® 信息亭进行签退。

Live Scan Fingerprinting 现场扫描指纹

Level 2 and Level 3 volunteers are required to be fingerprinted and cleared by the Department of Justice and FBI in order to be cleared.

第 2 级和第 3 级义工必须打指纹, 并通过司法部和联邦调查局的审核, 才能通过审核。

Once a volunteer has been fingerprinted via Live Scan for the Pleasanton Unified School District*, you will not need to be fingerprinted again in future school years.

义工一旦通过普莱森顿联合学区*的实时扫描系统采集了指纹, 在以后的学年中就无需再次采集指纹。

**LiveScan is specific to an organization. PUSD does not have access to fingerprinting results completed through other organizations. Therefore, you will need to complete LiveScan fingerprinting for PUSD in order to be cleared to volunteer in PUSD even if you have been fingerprinted previously by other organizations.*

**LiveScan 针对特定组织。PUSD 无法获取通过其他组织完成的指纹采集结果。因此, 即使您之前已在其他组织打过指纹, 您也需要为 PUSD 完成 LiveScan 指纹扫描, 才能获准在 PUSD 担任义工。*

When submitting your LiveScan fingerprints, be aware that PUSD Human Resources has full visibility to any history of arrest for a felony or misdemeanor regardless of conviction outcome. If you have ever been arrested, you may be called by Human Resources in order for you to provide additional information. Sometimes this delays or prevents your volunteer clearance.

在提交您的 LiveScan 指纹时, 请注意 PUSD 人力资源部完全了解您是否曾因重罪或轻罪被捕, 无论定罪结果如何。如果您曾被捕, 人力资源部可能会打电话给您, 要求您提供更多信息。有时这会延误或阻止您的义工审核。

Individuals needing to be fingerprinted during the school year should first fill out the [Volunteer Clearance Application](#). Following completion of the application, volunteers needing to be fingerprinted for Level 2 or Level 3 clearance will receive follow up instructions regarding the process to complete fingerprinting including the Live Scan registration form.

需要在学年期间打指纹的个人应首先填写《志愿者审核申请表》。完成申请后, 需要进行二级或三级指纹验证的义工将收到有关完成指纹验证流程的后续说明, 包括现场扫描登记表。

Vouchers to cover the cost of fingerprinting are available through PUSD to any family with an active and approved Free & Reduced Meal Application through Child Nutrition Services. If you are eligible

to receive a District-paid voucher to cover the cost of Live Scan fingerprinting, please select yes to the applicable voucher questions when completing the volunteer clearance application form.

任何通过儿童营养服务部申请免费及减价膳食 (Free & Reduced Meal) 并获得批准的家庭均可获得由 PUSD 支付指纹采集费用的代金券。如果您有资格获得由校区支付的代金券以支付现场扫描指纹的费用, 请在填写义工审核申请表时在适用的代金券问题上选择“是”。

Reimbursement is not possible after fingerprinting is complete. The voucher must be used at the time of the Live Scan fingerprinting in order for PUSD to cover the cost.

指纹采集完成后无法报销。必须在现场扫描指纹时使用该凭证, PUSD 才会支付费用

[Link to PUSD Preferred Live Scan Service Providers](#)

[链接至 PUSD 首选现场扫描服务提供商](#)

Driver Transportation Form & Proof of Insurance

驾驶交通表格和保险证明

How do I get cleared to drive on field trips or to/from extracurricular activities such as athletics and band competitions?

如何获得许可, 才能在郊游或参加课外活动(如田径和乐队比赛)时驾车往返?

In order to drive on field trips or transport students to/from extracurricular activities such as athletics and band competitions, a volunteer must select Level 3 when applying to volunteer.

如果要在郊游时开车或接送学生参加课外活动(如田径和乐队比赛), 义工必须在申请时选择第 3 级。

Volunteers transporting students in their own cars should be aware that their personal automobile insurance has sole responsibility in the case of any accident. School District insurance does not cover the use of private vehicles; therefore, it is imperative that volunteer drivers have adequate insurance before transporting any student.

用自己的汽车接送学生的义工应注意, 如果发生任何事故, 其个人汽车保险将承担全部责任。校区保险不包括私家车的使用; 因此, 驾驶义工在接送任何学生之前必须购买足够的保险

Level 3 volunteers must submit the [Driver Transportation Form](#) and Auto Insurance Coverage Declaration Page to be cleared to transport students in a private vehicle.

三级义工必须提交《[司机接送表](#)》和汽车保险声明页, 才能获准用私家车接送学生。

Minimum liability insurance requirements: 最低责任保险要求

- Bodily injury - at least \$100,000/\$300,000 人身伤害 - 至少 100,000 美元/300,000 美元
- Property damage - at least \$25,000 财产损失 - 至少 25,000 美元
- Medical payment per occurrence - at least \$5,000 每次事故的医疗费用 - 至少 5,000 美元
- Uninsured motorist coverage - at least \$100,000/\$300,000
- 无保险驾驶员保险 - 至少 100,000 美元/300,000 美元

The [Driver Transportation Form](#) and Auto Insurance Coverage Declaration Page may be uploaded when completing the 2023-2023 PUSD Volunteer Clearance Application.

在填写 2023-2023 年 PUSD 义工审核申请表时, 可上传[驾驶交通表格](#)和汽车保险声明页。

Please note: Insurance policies often expire during the school year. Level 3 volunteers should be prepared to submit updated insurance policy documentation upon expiration of the policy currently on file by emailing updated insurance documentation to volunteerclearance@pleasantonusd.net.
请注意：保险单通常会在学年期间到期。第 3 级义工应准备好在目前存档的保险单到期时提交更新的保险单文件，将更新的保险单文件通过电子邮件发送至 volunteerclearance@pleasantonusd.net。

Can a student drive themselves to a school sponsored activity?

学生可以自己开车参加学校主办的活动吗？

Yes, so long as the [Student Voluntary Transportation Agreement Form](#) is completed and turned into the Student Activities office at the student's school.

可以，只要填写了《[学生自愿交通协议表](#)》并交到学生所在学校的学生活动办公室即可。

As a PUSD employee who will be transporting students during work hours, where should the Driver Transportation Form be submitted?

作为将在工作间接送学生的 PUSD 雇员，应在何处提交《驾驶接送表》？

PUSD employees who will be transporting students in their personal vehicles during work hours, should submit the Driver Transportation Form to PUSD Business Services (not through the volunteer clearance application process).

在工作时间用私人车辆接送学生的校区员工应向校区商业服务部提交《司机接送表》(而不是通过义工审核申请程序)。

Volunteer Clearance Application 义工审核申请

All volunteers must complete the application process and receive notification of clearance before they can begin volunteering.

所有义工都必须完成申请程序并收到审核通过通知后才能开始义工服务。

What You Need to Apply: 申请所需材料

- Tuberculosis (TB) Clearance Documentation (ALL volunteer levels)
- 肺结核 (TB) 证明文件 (所有义工级别都需此证明)
- Driver Transportation Form (Level 3 volunteers) 驾驶接送表格 (3 级义工)
- Auto Insurance Coverage Declaration Page (Level 3 volunteers)
- 汽车保险承保声明页 (3 级义工)

[PUSD Volunteer Application PUSD 义工申请表](#)

IMPORTANT REMINDERS: 重要提示

- The information a volunteer enters on the application must match your government-issued identification card including their full legal name.
- 义工在申请表上填写的信息必须与政府颁发的身份证一致，包括其合法全名。
 - *Please note:* Returning volunteers should enter their name exactly as it currently appears in the Raptor system. If you aren't sure how you should enter your name when applying, please email volunteerclearance@pleasantonusd.net.

- 请注意：返回的义工应完全按照目前在 Raptor 系统中显示的方式输入姓名。如果您不确定在申请时应如何输入您的姓名，请发送电子邮件至
- volunteerclearance@pleasantonusd.net.
- A volunteer must provide a valid email address in order to be notified as to the status of their application and for future communication.
- 义工必须提供一个有效的电子邮件地址，以便获得有关其申请状态的通知和今后的沟通
- All information collected on the application will remain confidential and will not be shared outside the volunteer program.
- 申请表上收集的所有信息都将保密，不会透露给义工计划以外的人。
- The application should be filled out using a laptop or desktop computer rather than a mobile device as the application is not yet mobile optimized.
- 申请表应使用笔记本电脑或台式电脑填写，而不是移动设备，因为申请表尚未进行移动优化。
- Please allow about 10-15 minutes for completion as THE APPLICATION WILL NOT SAVE IF NOT COMPLETED IN ONE SITTING.
- 请在 10-15 分钟内完成申请，因为如果没有一次性完成，申请将无法保存。
- Volunteers should select their clearance level – Level 1, Level 2 or Level 3 – based on their anticipated volunteer activities for the school year.
- 义工应根据自己在本学年的预期义工活动选择审核级别--1 级、2 级或 3 级。
- If a volunteer is applying for Level 2 or Level 3 clearance and hasn't previously been fingerprinted and cleared by DOJ/FBI for the Pleasanton Unified School District, they will receive instructions from the PUSD Volunteer Clearance Team regarding the process to complete fingerprinting.
- 如果义工申请二级或三级审核，且之前未通过司法部/联邦调查局的指纹审核，他们将收到普莱森顿联合校区义工审核小组关于完成指纹审核流程的说明。
- Volunteers may only submit the volunteer application one time per school year. To make a volunteer clearance level change, email volunteerclearance@pleasantonusd.net.
- 义工每学年只能提交一次义工申请。如需更改义工审核级别，请发送电子邮件至
- volunteerclearance@pleasantonusd.net.

Expectations for Volunteers & Frequently Asked Questions

对义工的期望和常见问题

Expectations 期望值

As a volunteer, we expect you to: 我们对义工的期望值是：

- Sign in: Volunteers will sign in using the Raptor® kiosk in the front office immediately upon arrival.
- 签到：义工到达后，应立即使用前台的 Raptor® 信息亭进行签到。
- Wear ID: A printed ID badge will be worn at all times while volunteering on campus.
- 佩戴证件：在校园内提供义工服务时，必须始终佩戴印制好的身份徽章。
- Respect confidentiality: All information regarding students, staff, and families is confidential and should not be shared outside the school setting.
- 尊重保密性：有关学生、教职员工和家庭的所有信息都是保密的，不得在校外共享。

- Follow policies and procedures: All volunteers are expected to follow district policies and procedures, including those related to safety, communication, and behavior.
- 遵守政策和程序：所有义工都应遵守学区政策和程序，包括与安全、沟通和行为相关的政策和程序。
- Communicate effectively: If you have questions or concerns, please communicate them to the appropriate staff member. 有效沟通：如果您有问题或疑虑，请向相关工作人员提出。
- Dress appropriately: Please dress appropriately for the volunteer activity, keeping in mind that you are representing our district. 着装得体：请为义工活动穿着得体，牢记您代表的是我们的地区
- Refrain from taking photos of students other than your own. 不要给自己孩子以外的学生拍照。
- Sign out: Volunteers will sign out using the Raptor® kiosk prior to leaving the school.
- 签退：义工将在离开学校前使用 Raptor® 信息亭签退。

FAQs 常见问题

What is the procedure for PUSD students volunteering at PUSD schools other than their own? 公立学校学生在本校以外的其他公立学校做义工的程序是什么？

Students volunteering outside of their own school hours, but while school is in session for another PUSD school site, must complete and submit the [Permission for Student to be on Campus form](#) prior to volunteering.

学生在自己的上课时间以外，但在另一所 PUSD 学校上课期间做义工，必须填写并提前提交 [学生进入校园许可表](#)

Students volunteering at another PUSD during their own school hours, should follow Field Trip procedures. 学生在自己的上课时间到另一个公立学校区做义工，应遵循实地考察程序。

What if I was already Level 1 cleared at the beginning of the school year, but now I want to be Level 2 or 3 cleared? 如果我在学年开始时已经通过了 1 级考试，但现在我想通过 2 级或 3 级申请，该怎么办？

Volunteers may only submit the volunteer application one time per school year. If a volunteer needs to make changes to the volunteer clearance level, please email volunteerclearance@pleasantonusd.net.

义工每学年只能提交一次义工申请。如果义工需要更改义工审核级别，请发送电子邮件至 volunteerclearance@pleasantonusd.net.

What if I am a PUSD employee and want to volunteer at my child's school?

如果我是 PUSD 的员工，但想在我孩子的学校做义工，该怎么办？

PUSD employees may complete the volunteer application to volunteer at their child's PUSD school. PUSD employees who plan to transport students as a Level 3 volunteer at their child's school MUST submit a volunteer clearance application.

PUSD 员工可填写义工申请表，在其子女就读的 PUSD 学校担任义工。计划作为第 3 级义工在其子女学校接送学生的 PUSD 员工必须提交义工审核申请。

Thank you for your interest in volunteering. We appreciate your dedication to our students and look forward to working with you. Please do not hesitate to contact us by emailing volunteerclearance@pleasantonusd.net if you have any questions.

感谢您对义工服务的兴趣。我们感谢您对学生的奉献，并期待与您合作。有任何问题欢迎发送电子邮件至 volunteerclearance@pleasantonusd.net